

# INSTRUCTIONAL FORM

Attachment B

## POST & BID POSITION ANNOUNCEMENT Bargaining Units 1, 4 and 11

1. Reference #: 51-2-025      2. Position Number: 913-399-3175-xxx. Date of Posting: January 9, 2012
4. Classification: Transportation Engineering Technician      Salary Range: \$3262 to \$4766 (beg of Range B to max of Range C)
6. Pay Differentials That Apply To Position: Several May Apply
7. Working Hours of Position: 8:00 am to 5:00 pm. The incumbent will be required to work during times of "national emergencies and/or natural disasters".
8. District/Division: 51/Traffic Operations      Section: Truck Services – Transportation Permits      Geographic Location: Sacramento  
(If selected and the position requires a relocation, the Department will NOT provide relocation assistance.)

### 9. Specific Qualifications and Requisite Skills Required: (Attach a separate sheet if additional space is needed.)

#### A. Minimum Qualifications per the Classification Specifications (BU1 & 4 only) (Education and or Experience):

Requires a thorough knowledge of the California State highway system and general knowledge of local highway networks. Broad knowledge of heavy hauling equipment and heavy construction equipment is desirable. Must possess sufficient engineering knowledge to understand the reasoning and the need for bridge classifications, and be able to apply this knowledge to vehicle loads. Must have sufficient engineering background to effectively communicate technical problems involving the Transportation Permits Program. Must be able to use a computer and have working knowledge of Windows operating systems and various Microsoft software applications.

Ability to work cooperatively and communicate effectively (orally and in writing) with the public, customers, co-workers, etc.

Ability to analyze situations and take effective action. A considerable degree of analytical ability is required to determine safe routes for vehicles/loads and to recognize when applicants are attempting to circumvent permit requirements, and take appropriate action.

#### B. Technical & Professional Skills & Abilities:

The incumbent coordinates matters pertaining to Transportation Permits. The incumbent aids the public with obtaining the permits necessary to bring an extra-legal vehicle and/or load on the state highways, and also ensures that the suggested route is suitable for the dimensions of the vehicle and/or load.

Analyzes Transportation Permit applications to determine if the vehicle and/or load are correctly described and that the applicant is eligible for a permit. Analyzes the ability of the hauling vehicle combination to accommodate the load, checks the allowable loading, and determines the permit weight classification. Researches proposed route to ensure that it can accommodate the extra-legal features of the load. Coordinates the routing of inter-regional moves with the other regional office and intra-regional moves with local agencies when necessary.

Facilitates the safe movement of oversize/overweight vehicles by showing Construction/ Maintenance closures and restrictions in the Route Clearing Database (RCD), which is maintained by the Office of Truck Services. Enters weekly Road Closures from the road closure report, sent by the District Traffic manager (DTM) and Transportation Management Center (TMC), into the RCD. Communicates with Resident Engineers, Encroachment Engineers, Construction Supervisors, Maintenance Supervisors and Contractors, prior to and during construction projects.

#### C. License and/or Certification Requirements: None

D. Physical Abilities to Perform Essential Functions:

While at the base of operation the employee will sit for prolonged periods, using a keyboard and video display. The candidate must be open to change and new information; adapting their behavior and work methods in response to new information, changing conditions, and unexpected obstacles; and/or adjust rapidly to new situations warranting their attention and resolution.

E. Other Departmental Requirements: *Ability to apply and follow all the Department's Director's Policies and Deputy Directives.*

F. Consequences of Error:

Responsible for determining and verifying routes for the safe movement of permit loads on State highways. Poor decisions and errors in judgment could result in injuries or fatalities to the traveling public, damage to State highway facilities, and increased costs to haulers and/or their clients.

G. Duty Statement/Description of Duties: *HR – Please insert link to duty statement document*

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10. Final Date and Time for Receiving Bid: *January 31, 2012; by 5PM COB*

11. Where to Obtain Bid Form: <http://www.dot.ca.gov/hq/jobs/postandbid/postandbidmain.htm>

11. Submit Bid to:

Address: Department of Transportation  
Division of Traffic Operations, MS-36  
1120 N Street Sacramento, CA 95814  
Attention: Fran Walker

Telephone Number: (916) 654-0124  
FAX Number: (916) 653-3055

12. Window period employee must be available for contact (**Unit 1&4 Only**): From: \_\_\_\_\_ To: \_\_\_\_\_  
(If selected, you must report in no less than 14 calendar days unless agreed otherwise by current and hiring supervisor and start date must be within 30 calendar days.)

13. Expected Reporting Date To Position (**Unit 11 Only**): *Within Two Weeks of Accepted Job Offer*  
(If selected, you must report on the reporting date above unless agreed otherwise by current and hiring supervisor.)

Revised 1/10/05